

# VACANCY ANNOUNCEMENT

## VA Palo Alto Health Care System

### THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

<b>Vacancy Annc No.</b> <b>04-88(JC)</b>		<b>Opening Date</b> <b>03/31/04</b>	<b>Closing Date</b> <b>OUF</b>	<b>U.S. Citizenship Required</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
<b># Posns</b> <b>8</b>	<b>Position Title</b> <b>Diagnostic Radiologic Technologist</b>		<b>PD Number</b> <b>GS-5: 2957-A</b> <b>GS-6: 3072-A</b> <b>GS-7: 2908-A</b>	<b>Pay Plan, Series, Grade</b> <b>GS-647-5 (Target GS-647-6, GS-647-7) or GS-647-6 , GS-647-7</b>
<b>Service</b> Radiology Service			<b>Promotion Potential</b> <b>GS-7</b>	<b>Salary Range</b> GS-647-5: \$45,756 per annum GS-647-6: \$51,001 per annum GS-647-7: \$56,659 per annum
<b>Duty Station</b> Palo Alto Division			<b>Tour of Duty</b> Monday to Friday, 8am-4:30pm and will rotate to provide weekend coverage (Saturday and Sunday) on any of the following shifts: 8:am-4:30pm 3:30pm-12midnight 12midnight-8am	
<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk		<b>Subject to Bargaining Unit</b> <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		<b>Subject to Supervisory Probationary Period</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE _____ <input type="checkbox"/> Term NTE _____		<b>Subject to Drug Testing</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		<b>Physical or Medical Examination Required</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)
<b>Travel and/or relocation expenses</b> <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b>		
		<b>Relocation bonus</b> <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	<b>Recruitment bonus</b> <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	
<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b> <input checked="" type="checkbox"/> Current PERMANENT employees of the VA Palo Alto Health Care System. <input checked="" type="checkbox"/> Current VA employees eligible for transfer. <input checked="" type="checkbox"/> Veterans eligible for appointment under the Veterans Readjustment Appointment (VRA). <input checked="" type="checkbox"/> Veterans eligible for appointment under the Veterans Employment Opportunities Act (VEOA). <input checked="" type="checkbox"/> 30% or more Service-Connected Compensably Disabled Veterans. <input checked="" type="checkbox"/> Schedule A (handicapped) eligibles. <input checked="" type="checkbox"/> STATUS applicants eligible for transfer or reinstatement. <input checked="" type="checkbox"/> PUBLIC - All other interested candidates not meeting any of the above categories.				
<b>Point of Contact</b> - Inquiries should be directed to the following individual at (650) 858-3951. <b>Jocelyn A. Caro, HR Specialist</b>				
<b>REASONABLE ACCOMMODATION</b> This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>				

**DUTIES:** Incumbent performs radiologic examinations of head, trunk and extremities of a person; performs tomograms, myelograms, operative femoral arteriograms, venograms, sialograms and other radiographic procedures; prepares supplies, equipment, film, room and other necessary items; prepares and administers contrast material orally, by enema or by other means under close supervision of radiologist; monitors vital signs and notifies radiologist of significant changes; processes exposed radiographies, prepares film processing chemicals for film processors, recovers processing solutions; loads numerous types of film holders with proper film; operates automatic film loaders and processors; performs and calibrates processor monitoring system; maintains records of patients examined; and schedules patients and dispenses appropriate prep kits. Performs full range of radiographic studies, operating a fully digital x-ray system and operates highly technical digital and computerized radiographic equipment. Retrieves and sends images via the Stentor system. Performs Quality Control and Quality Assurance test on computer, digital equipment including phantom testing and fluoroscopy checks. Performs procedures such as video fluoroscopic swallowing studies in conjunction with the speech Pathology Service, works as a team member with radiologist in procedures such as cholecystograms, urethrograms, arthrograms, upper GI series, sets up the x-ray room. Ensure that sterile supplies, local anesthetics, contrast materials, catheters, and other equipment are present and readily available for the radiologist. Provides technical training to lower grade technologist who may be assigned to the department.

**QUALIFICATION REQUIREMENTS:**

A. All applicants must be certified as a Diagnostic Radiologic Technologist by the American Registry of Radiologic Technologists (ARRT).

B. Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must: (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education; and (2) be certified as radiographers in their field. The following meets these requirements: (1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others; or (2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who: (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by OPM or the employing agency.

C. In addition, applicants must have one year of specialized experience (equivalent to the next lower grade level) in the operation of diagnostic radiology equipment under the direction of radiologists or other medical officers to produce radiographic studies used in medical diagnosis and treatment.

**SUBSTITUTION OF EDUCATION:**

GS-5: Successful completion of a full time training course of at least 24 months duration in a post-high school radiography program or successful completion of a four-year course of study above high school leading to bachelor's degree with courses related to this occupation. Successful completion of a course for medical radiologic technicians in the Armed Forces is qualifying on a month to month basis up to one year of specialized experience required for GS-5.

GS-6: Six months of graduate education or an internship meets the specialized experience only if it is directly related to the work of this position.

GS-7: Successful completion of a full-time training course of at least 24 months' of graduate education meets the requirements. Successful completion of a course for medical radiologic technicians in the Armed Forces is qualifying on a month-to-month basis up to one year of specialized experience required for GS-7.

**VOLUNTEER EXPERIENCE:** Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

**BASIS OF RATING:** Your rating will be based on the quality of your experience as shown in your application and elements. Listed below are the knowledge, skills and abilities considered essential for successful performance in this position. These elements will be used to determine the highly qualified candidates to be referred to the selecting official. Provide, on a separate sheet of paper, a DETAILED description of your experience as related to the knowledge, skills and abilities listed below. Incomplete, vague, or contradictory information may affect your rating.

1. Ability to perform diagnostic examinations.
2. Ability to perform fluoroscopic and spot film examinations using contrast media.
3. Ability to perform darkroom operations.
4. Ability to communicate orally.
5. Knowledge of radiation protection standards devices and techniques of accumulated dosage and genetic changes.
6. Knowledge of anatomy and physiology, e.g., the location appearance and function of various major systems.
7. Knowledge of computerized and digital radiographic equipment.

**NOTES:**

1. If selected at the GS-5 level, noncompetitive promotion to the GS-6 level may be effected when incumbent meets regulatory requirements for promotion and demonstrates ability to perform the full scope of the duties of the position under normal supervision.

2. This is a testing designated position (TDP). An applicant who is tentatively selected will be subject to random drug testing if their number appears as a match. The term 'applicant' includes current employees of the VA Palo Alto Health Care System or any individual in VA who has tentatively been identified for placement in a TDP and who has not immediately prior to placement, been subject to random testing. Also included are individuals serving on a temporary appointment who have applied for and been tentatively selected for conversion to a permanent appointment in a TDP.

**ADDITIONAL NOTES:**

- ◇ Additional Vacancies: This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ U.S. Citizenship: If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ Update Of Qualifications: VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement.*

- ◇ Promotion Potential: If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ Time-In-Grade Requirement: Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ English Language Proficiency: If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ TB Skin Screen Test: All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ Physical / Medical Standards: If applicable, candidates will be required to pass a physical examination.
- ◇ Drug Testing Position: All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ Direct Deposit / Electronic Funds Transfer: It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

#### **HOW TO APPLY:**

Eligible Permanent Employees of VAPAHCS - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

#### **All others, submit:**

1. SF-171 - Application for Federal Employment; or  
OF-612 - Optional Application for Federal Employment; or  
RESUME - If a resume is submitted, you must include information requested in the flyer "Applying for a Federal Job," Optional Application for Federal Employment form (OF-612), and the information requested in this announcement.
2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
4. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
5. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. ACTAP - If you are currently a Department of Veterans Affairs employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the Department of Veterans Affairs Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration, you must:
  - a. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES), and the date of the RIF separation has not passed and you are still on the rolls of the Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
  - b. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
  - c. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
  - d. Be currently employed by the Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
  - e. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  - f. Be rated well-qualified for the position. ACTAP candidates who attain a score of 90 for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.) will be considered well-qualified.
7. ICTAP - If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration, you must:
  - a. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or agency documenting your priority consideration status with your application package.
  - b. Be a current or former career or career-conditional (tenure group I or II) competitive service employee who:
    - 1) Received a RIF separation notice; or

- 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place you; or
- 3) Retired with a disability and whose disability annuity has been, or is being, terminated; or
- 4) Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a copy of your SF-50B which indicates "Retirement in Lieu of RIF"; or
- 5) Retired under the Discontinued Service Retirement (DSR) option; or
- 6) Was separated because you declined a transfer of function or directed reassignment to another commuting area.
- c. Be a former Military Reserve or National Guard Technician who is receiving special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the Title 5, United States Code.
- d. Be applying for a position at or below the grade level of the position from which you have been separated.
- e. Has a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
- f. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
- g. File your application package by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- h. Be rated well-qualified for the position. To be rated well-qualified for the position, you must:
  - 1) meet the qualification standard and eligibility requirements for the position, including any medical qualifications and minimum educational and experience requirements;
  - 2) meet all selective factors, where applicable, and appropriate quality ranking factor levels, as well as knowledge, skills and abilities (KSAs) factor(s) for this position. Well-qualified candidates are those who attain 90 of the total points possible for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.); and
  - 3) be physically qualified, with reasonable accommodation, where appropriate, to perform the essential duties of the position.
8. OPM Form 1170/17 - List of College Courses (if substituting education for experience). Transcripts may be submitted.
9. Schedule A applicants only - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
10. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.
11. On a separate attachment(s), describe your work experience/education as it relates to each of the factors listed under BASIS OF RATING above.

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**APPLICATIONS SHOULD BE MAILED TO:**

Human Resources Management Service (05A)  
 VA Palo Alto Health Care System  
 3801 Miranda Avenue  
 Palo Alto, CA 94304